

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 1 March 1991, is supplemented as follows:

SECTION A-GENERAL

1. Responsibilities:

e. (Added) The Wing Commander will appoint a Director of Safety (SE) to actively administer the Wing Safety Program, provide guidance and assistance to the Wing as necessary, and report directly to the Commander on all matters concerning safety.

f. (Added) Unit Commanders are responsible for conducting an active and comprehensive safety program in their units and must appoint a SE to administer the program. All SEs appointed should not hold any other position. In units with aircraft, the SE's qualifications must comply with those outlined in CAPR 62-1.

g. (Added) Unit SEs will be responsible for conducting an active and aggressive safety program within their unit, and will report directly to their Commander on all matters relating to safety.

h. (Added) The SE position is a staff function. Under normal circumstances, a SE observing an unsafe condition will report it to the Unit Commander for action. However, if a SE becomes aware of an unsafe condition of such magnitude or obvious risk that a real danger exists, that SE shall exercise command authority and order the activity stopped until corrective measures are taken. The SE's order shall not be countermanded. Command shall ensure that corrective actions are taken. If command believes that the SE acted in haste, he may submit a written report to the CAWG/SE detailing the incident and asking for an inquiry. Any SE exercising command authority shall submit to the CAWG/SE, a detailed report describing the incident and his/her actions.

SECTION B-ACCIDENT PREVENTION:

2. Safety Program Criteria

a. Staffing

(1) (Added) Each Unit Commander will submit a CAP Form 2a for the Unit SE, with an attachment showing rank, name, mailing address, residence address, and the telephone number(s) where he/she can be reached, to the next higher headquarters, ATTN: Safety Officer. The Group Commander shall ensure that the Group SE compiles the subordinate unit information into a SE Roster, and forwards it to the CAWG/SE. The Group SE shall reissue this roster and submit a copy to the CAWG/SE, any time a subordinate Unit SE is replaced.

(2) (Added) Each unit commander whose members include Cadets shall appoint a Cadet SE and submit a CAP Form 2a to the Group SE. The Group SE shall provide a roster of Cadet SEs to the CAWG/SE with a copy to the Director of Cadet Programs in the same format as described for SEs in paragraph 2.a. (1) above. The Cadet SE is to work closely with the Senior SE and report directly to the Deputy Commander for Cadets on matters pertaining to safety.

b. Safety Education:

(2) Monthly Activity Reports

(Added) CAWGF 7, *Quarterly Accident Prevention Program*, documenting the unit's safety program, and signed by both the Unit SE and the Unit Commander will be forwarded to Group HQ. NOTE; Do not send this report directly to HQ/CAWG. The Group SE shall submit a Group Safety Report (CAWGF 7) which provides specific information compiled from the unit reports. The Group SE shall not forward subordinate unit reports to CAWG. Negative reports are unacceptable and shall be returned to the unit by the receiving

command for correction. See CAWGM 11-1, Para. 11-7 for further information regarding this report.

(4) (Added) All SEs will have a thorough knowledge and understanding of CAPR 62-1, CAPR 62-2, CAWG Supplements in the 62 series, and related publications and forms including CAP Form 26, CAP Form 78 and CAP Form 79. All SEs are encouraged to complete ECI Course 2170, *CAP Safety Officer*.

(5) (Added) The active participation of Cadet SEs is to be encouraged and promoted throughout the unit safety program. They are to be given access to all safety related publications and forms and provided with all necessary assistance in gaining a working knowledge of Safety.

(6) (Added) Units will devote, at a minimum 30 minutes per month to Safety Meetings. The subjects of said meetings are limited only by the imagination and interest of the participants.

(7) (Added) A Pilot's Information File (PIF) shall be maintained by the Unit SE in cooperation with the Operations Officer. It will contain any safety-related information of interest to Pilots, as well as information conducive to safe flight operations. An All Personnel File (APF) may be substituted if the SE wants to cover a wide range of subjects. If this is done, the PIF may be integrated into the APF. A squadron roster will be attached to the file so that readers may initial the roster for record keeping purposes.

c. Civil Air Patrol Safety Improvement or Hazard Report, CAP Form 26.

(1) (Added) The Unit Administrative Officer, with the aid of the SE will be responsible for maintaining a supply of CAPF 26. (ordered from HQ CAP on CAPF 8). Members shall be encouraged to become familiar with this form and use it as appropriate. The forms shall be kept in an open visual file, accessible to anyone who needs a copy.

(2) (Added) A copy of any completed hazard report shall be forwarded to the CAWG/SE with a statement of corrective action taken. After evaluation, any necessary follow-up action will be taken.

f. Safety Surveys:

(Added) Each unit will conduct an annual safety survey using the form found in CAPR 62-1 Atch. 4. This survey will be conducted during the second quarter of the calendar year. The completed form shall be forwarded to Group Headquarters by

subordinate units and filed at Group Headquarters. Surveys from subordinate units shall not be forwarded to HQ CAWG unless there is a major hazard that will require intervention by CAWG/SE or other staff. Group HQ shall forward its survey to CAWG/SE. Any discrepancies noted in the survey shall be promptly corrected and the next higher command SE advised.

8. Pilot Proficiency Program (PPP):

(Added) The FAA will no longer forward documentation of participation in the FAA/PPP (Pilot Proficiency Program) to the Director of Safety. Units are now required to forward a copy of the Certificate of Completion of the last phase of this program to CAWG/SE, so that HQ CAWG may maintain a permanent or CAP completers.

9. Safety Badges:

b. (Added) Upon certification by the Unit Commander of all requirements for the Safety Badge and/or advanced Safety Badges and forwarding of all documentation through proper channels, the appropriate Safety Badge may then be awarded.

SECTION C – ACTIVITY SAFETY OFFICER: (Added)

10. Missions, Encampments, and Other Activities:

a. The Activity Commander shall appoint a SE for all organized activities within CAWG. This position is to be filled by a Unit SE, whenever possible, but in any case by a mature individual of good judgment, prior to the start of any such activity. If the activity involves flying, the SE must be a pilot.

b. At the conclusion of the activity, if no significant safety issues have occurred, the SE shall advise the Activity Commander of that fact. The Activity Commander shall make an entry to that effect in his activity report. However, if any significant safety issues have occurred during the activity, the SE shall write an after-action report describing those issues and how they were resolved. That report shall be included with the other reports written on the activity and a copy of the after-action report shall be forwarded to the CAWG/SE.

SECTION D – AIRCRAFT/VEHICLE OPERATION: (Added)

11. Aircraft:

a. Any Mission Coordinator, Safety Officer, Operations Officer or Civil Air Patrol Pilot shall ground any Corporate or member-owned aircraft observed to be unsafe at any time, when being used in any Civil Air Patrol flight activity. In such cases, grounding any aircraft shall only be done with rational judgment, significant and reasonable cause. A "GROUNDED" tag will be attached to the pilot's control yoke/stick and if it is a Corporate aircraft, an entry shall be made in the aircraft flight record. For Corporate aircraft, the Wing Aircraft Manager will be notified as soon as possible. Any Corporate aircraft so grounded, shall NOT be flown until competent authority has deemed it to be airworthy.

b. Any pilot who deliberately flies a grounded Corporate aircraft shall be subject to grounding and possible termination of membership.

c. Any Civil Air Patrol member who observes any Corporate, or member-owned aircraft engaged in Civil Air Patrol flight activity which is being operated in a hazardous manner in the air or on the ground, or in violation of CAP or FAA regulations, shall forward a written report to Wing Headquarters within 48 hours. The report shall contain:

- (1) Date and time.
- (2) Aircraft identification number and type.
- (3) Pilot's name (if possible).
- (4) Location (be specific).
- (5) Description of the unsafe activity or violation of regulations.
- (6) Names and unit affiliation of witnesses, if any, with addresses and telephone numbers if possible.

12. Vehicles:

a. Any Civil Air Patrol member who observes a Corporate vehicle that appears to be unsafe will notify the Commander or SE of the unit having custody of the vehicle and the Wing Transportation Officer. This notification should be in writing. The

vehicle shall not be operated until corrective action has been taken and approval of the Unit Commander is obtained.

b. Any Civil Air Patrol member who observes a Corporate vehicle being operated in a hazardous or unsafe manner shall forward a written report to the Unit Commander to which the vehicle is assigned, if known, with a copy sent to the Wing Transportation Officer, who in turn shall advise the CAWG/SE. This report shall be forwarded within 48 hours of the observation and shall contain the following information:

- (1) Date and time.
- (2) License number/Wing ID number.
- (3) Driver's name (if known).
- (4) Description of unsafe activity.

c. The Unit Commander shall investigate such reports and forward the findings to Wing Headquarters as soon as possible, but not later than 30 days after the event came to light. Requests for additional time to investigate shall be directed to the Inspector General for consideration.

SECTION E - IMPLEMENTATION Of CAWG FORMS 125, 125a, 126, and 305. (Added)

13. Aircraft/Vehicle Inspections:

a. CAWGF 125, *Aircraft Safety Inspection Guide* (Attachment 1), is to be used by the SE (or a designated, responsible officer) to conduct a comprehensive preflight aircraft inspection. Recommended Survival Equipment is listed on page two of CAWGF 125.

b. CAWGF 125a, *Aircraft Inspection Clearance* (Attachment 2), is to be issued to the pilot in command only after the aircraft inspection has been successfully completed. The pilot will present this clearance (CAWGF 125a) to the Air Operations Officer (or other responsible officer).

c. All vehicles participating in an activity will be inspected by the SE utilizing CAPF 73, *Daily*

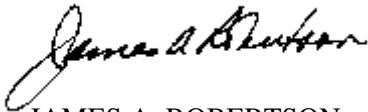
CAP Vehicle Inspection Report as described in CAPR 77-1, Atch. 3.

d. CAWGF 126, *Aircraft/Vehicle Safety Inspection Log* (Attachment 3), will be used by the SE as a record of aircraft or vehicles that have been inspected. All aircraft and vehicles entered on the CAWGF 121a, *Aircraft Mission Register*, and CAWGF 121v, *Vehicle Mission Register*, should be posted on the CAWGF 126 after completion of each aircraft or vehicle safety inspection.

14. Tactical Risk Management Program:

CAWGF 305, *Tactical Risk Management Matrix* (Attachment 4), shall be used by the Pilot In Command to assess the risk factors which may exist at the time of any specific CAP flight. The pilot shall complete a CAWGF 305 prior to the initial assigned flight of the day. The completed form shall be verified by the Air Operations Officer or by a Flight Release Officer if an Air Operations Officer has not been assigned or required.

OFFICIAL



JAMES A. ROBERTSON
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Attachments:

1. CAWGF 125, *Aircraft Safety Inspection Guide*
2. CAWGF 125a, *Aircraft Inspection Clearance*
3. CAWGF 126, *Aircraft/Vehicle Safety Inspection Log*
4. CAWGF 305, *Tactical Risk Management Matrix*

SUMMARY OF CHANGES:

Eliminates Mishap Notification, Reporting, and Investigation sections, which will be published in a supplement to CAPR 62-2. Implemented new CAWGFs 125, 125a, 126, and 305. Reformatted to comply with CAPR 5-4 standards. Updated signature block.

AIRCRAFT SAFETY INSPECTION GUIDE

Date _____ Mission # _____ A/C "N" # _____ Type A/C _____ Year _____
 Corp/Priv _____ A/C Empty Weight _____ Safety Inspector _____
 Weight & Balance for This Flight Y/N

ITEMS	S/U	ITEMS	S/U
ALL AIRCRAFT		Stall Alarm	
Airworthiness certificate		Door latch, lock & weather-strip	
Registration		Pitot tube condition	
Operating limitations		Magnetos (hot mag)	
Weight & balance data		ELT battery, date/time used	
Aircraft flight manual			
Current navigation charts		CESSNA AIRCRAFT	
Navigation lights		Seat rail condition	
Instrument lights		Secondary seat stop installed	
Landing lights		Aileron hinges (cracks, pins)	
Strobe		Brake cylinder (movement, leakage)	
Beacon		Flap rollers (free movement)	
Engine cowling & fasteners		Horizontal stabilizer (looseness)	
Exhaust System (loose or rusted)		Cabin fuel drain (operation)	
Propeller (cracks, nicks, hub seals)			
Aircraft exterior		CORPORATE AIRCRAFT	
Flap movement		Not For Hire placard	
Free Movement of Controls		Maximum crosswind decal	
Fairings		Seat slippage warning decal	
Tires (wear & proper inflation)		Fire extinguisher (charged)	
Stabilator bushing wear		Shoulder harness	
Windscreen (dirt, scratches, etc.)		Control lock installed	
Instruments (inoperative/placard)		First aid kit	
Tiedown attachments (3)			
Antennas (secure, oil accumulation)			
Required & suggested survival equipment is listed on the back of this form			
Explain all "unsatisfactory" (U) items below:			

REMARKS:

1. If the engine cowling is loose, the fasteners are probably worn.
2. When checking the exhaust, be certain it is not hot. Check the stack for looseness, corrosion, and rust.
3. Any cracks in the tires should be checked thoroughly. Ascertain that the tread is not separating from the tire.
4. Check stabilator bushings by grasping the side end of the horizontal control and gently moving it up and down to check for excessive wear.
5. Check the windscreen for dirt, cracks and excessive scratching, to determine whether it impairs vision and/or is unsafe.
6. Worn weather-stripping will allow carbon monoxide from the exhaust to leak into the cockpit.
7. Check Magneto for lack of grounding.
8. The ELT battery replacement date is on the ELT battery. Additionally, inquire as to how much activation time is on the battery.
9. Fire extinguishers should be non-toxic (i.e. Halon), and fully charged.

EMERGENCY SURVIVAL EQUIPMENT:

Items with an asterisk (*) are mandatory; the rest are optional.

1. SIGNALING DEVICE*

- A. Emergency signaling mirror *
- B. Flashlight and spare batteries
- C. Road Flares
- D. Orange signal cloth
- E. Strobe rescue light
- F. Handheld radio
- G. Signal pistol and spare meteor flares
- H. Colored smoke bombs

2. WATER*

- A. Plastic containers filled with water*
- B. Packets of survival water (temp to -40')
- C. Water purification tablets
- D. Water filter system
- E. Desert still

3. FIRE STARTER*

- A. Matches or cigarette lighter*
- B. Lifeboat matches
- C. Magnesium firestarter (Army issue)
- D. Strike force spark igniter (Air Force issue)

4. WEATHER PROTECTION*

- A. Appropriate clothing for terrain flown*
- B. Metal coated survival blanket (space blanket)
- C. Sleeping bag
- D. Thermal underwear
- E. Plastic cover
- F. Tube tent
- G. Sunscreen
- H. Blanket (wool)

5. TOOLS*

- A. Machete*
- B. Multipurpose combination tool
- C. Blade sharpener
- D. Sling shot
- E. Six fishhooks & 50' of fishing line
- F. Light wire for snares
- G. Cable or wire saw
- H. Hatchet
- I. Compass

6. FIRST AID KIT

- A. Handbook
- B. Bandages and dressing
- C. Antiseptic ointment
- D. Tape
- E. Wire Splints
- F. Pain relievers
- G. Ammonia inhalers
- H. Insect repellent

7. FOOD

- A. Dry soups
- B. Granola bars
- C. Chocolate bars
- D. Dried fruit packs
- E. Dried meals
- F. Hard candy

AIRCRAFT INSPECTION CLEARANCE

DATE_____

FOR AIRCRAFT SAFETY INSPECTION

MISSION #_____

AIRCRAFT "N" #_____

YEAR _____ TYPE _____

COLOR _____

CORP/PRIVATE_____

PILOT_____

SAFETY OFCR_____

CAWG Form 125a, Aug 97 Original Edition

CAWGF 126, *Aircraft/Vehicle Safety Inspection Log*

CAWGF 305, *Tactical Risk Management Matrix*